

Exhiteate Maus

Dec. 3, 1952.

Trueteo Wayland Library.

Wayland Mass.

Dear Sirs -

Due to the
increased valuation of my property
and the insurance increase, on
cause the rent of the Exhiteate
Reading Room, on and after Jan-
uary 1st 1953 will be \$14.00 ⁸⁵ each month.

Yours Very Truly,
Mrs Bernice Kernald.



DIVISION OF PUBLIC LIBRARIES

The Commonwealth of Massachusetts

Department of Education

200 Newbury Street, Boston 16

July 19, 1950

Mr. Hugh F. Colliton, Jr.
Wayland
Massachusetts

Dear Mr. Colliton:

I am enclosing a report in quintuplet of my visit to the Cochituate Branch Library on July 5.

If you or other members of library trustees have any questions on various matters discussed in this report, please feel free to call on me for further details.

Sincerely yours,

Alice M. Cahill

Alice M. Cahill
General Secretary

AMC ENC
Enclosures

Copy for files.

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DIVISION OF PUBLIC LIBRARIES
MASSACHUSETTS DEPARTMENT OF EDUCATION

Report of a Visit to the Cochituate Branch
of the
Wayland Public Library
by Alice M. Cahill, General Secretary
on July 5, 1950

The visit to the Cochituate Branch of the Wayland Library was made in response to the request of Mr. Hugh F. Colliton, a trustee, who stated that the Board would welcome suggestions for making the library more generally useful to the public. Before going on to the body of the report, I wish to state that the recommendations contained herein are not made in a spirit of criticism but rather as a basis for constructive improvement and future planning.

The Library: Physical Plant

The Cochituate Branch has a fine location in the heart of the shopping center of the town. The Children's Recreation Center directly across the street should also stimulate its use by the children, although a glance at the circulation statistics, strangely enough, disproves this theory. The library interior needs to be brightened with some fresh paint, for it is not inviting in its present state. The present stereotyped arrangement of the furniture could be changed to a more informal arrangement if a low, round table with benches could replace one of the rectangular tables. This round table might be a second-hand table, perhaps a discarded dining room table with its legs shortened to make the table the 25 inches height suitable for children. Both table and benches could be painted a bright color -- cherry red or yellow, for example.

The children's section of the room needs more color. This might be obtained through covering the two upper shelves of their bookcases (which are much too high for them) with hinged cupboards covered with celutex. Thus, there would be posting surface for bright pictures as well as storage space behind for seasonal books or books in little demand. Another way to brighten the children's section would be to thumb-tack a gayly designed wallpaper to the rear wall of each shelf. One roll would easily do the entire job.

The Book Collection

Both the adult and juvenile collections are in need of a thorough weeding of obsolete books as well as of books in a worn, physical condition. At present the shelves are crowded to overflowing, so that like books can not be shelved together. For example, the so called "new" books are in four different places in the room: on a table, on the small shelves to the right of the entrance, on a display rack on the circulation desk, and in the bookcase to the right of the circulation desk. This does not seem to be necessary since a check of new acquisitions to the adult collection since the first of the year revealed that 60 books of fiction were added, and no non-fiction. It is very difficult to locate a specific title when there are so many places in the room to search for it. It is recommended that the new books be kept in one place, preferably in a bookcase to the right of the circulation desk.

The picture book collection is an especially good one, as the basic titles are well represented. I would recommend their location be changed to the low bookcases in front of the windows to the left of the entrance where overflow books are now shelved in no logical order.

Other than the picture-book collection, books for children in the third to the eighth grades are rather poor both in quality and appearance. It is the unusual child only who would care to spend the time necessary to examine the present collection in order to search out the very few good books, so overshadowed are they by those in a very shabby condition, or by the poorly-written series books. Such sets as the Ruth Fielding, the Carolyn Wells "Patty" books, the Carolyn Keene, the Grace Harlowe, the Percy K. Fitzhugh "Pee-Wee Harris" and "Westy Martin" books, the Tom Swift, the F. W. Dixon and the Margaret Sutton books, as well as all those listed on the mimeographed list attached to this report, are not recommended for a public library. Shelf space should not be taken up with these books when there are published today such excellent children's books that have literary merit as well as good reading value. Also, a glance at the book cards in the back of these "series" books shows that the children are not reading them.

Only seven new books for children have been added to the library since the beginning of the year. This is far too low a percentage as the American Library Association recommends that 25% of the book budget be allocated to the purchase of children's books. Until the children's collection is built up with attractive books of good literary quality, the circulation of children's books will continue to be exceedingly low.

On the whole, the adult collection is not good. The fiction is predominantly "light-weight" in type, being chiefly light love, westerns and mysteries. The adult non-fiction shows that it has had few recent acquisitions. It needs to be built up, particularly in the fields of popular psychology; the readable religious books written by Harry Emerson Fosdick, Liebman, Sheean; the pure sciences and the applied sciences; the hobbies such as antiques, glassware, gardening. If the library were stocked with more non-fiction of the type which would appeal to male borrowers, the use of the library by men might be increased.

The Reference books are very good for a branch. In fact, there are few main libraries that are able to boast of having 3 encyclopedias as may the Cochituate branch with the 1945 edition of World Book, the 14th edition of the Britannica, and the 1907 edition of the New International. The library also owns the 1950 World Almanac and a 1936-37 Who's Who in America. The Reference section is quite adequate for a branch, especially when there is delivery service weekly from the main library and a telephone in each library so that reference questions can be relayed to the main library when the material is not available at the branch. I would recommend, however, that the reference books be shelved all in one place, preferably in one of the bookcases behind the circulation desk. At present, both the Britannica and the New International encyclopedias are located on the top of the bookcases on opposite sides of the room.

Registration File of Borrowers

The Cochituate Branch at first glance appears to have both an alphabetical file of borrower's names and a numerical file of borrower's names arranged in the order of the number assigned to each. These two files are necessary in a system which charges out books by the borrower's number rather than by the borrower's name. Upon examination of the files, however, it was apparent that the two files do not balance one another as they should. The alphabetical file is out-of-date so that many of the numbers in that file are not found in the newer registration file. This situation should be corrected immediately; otherwise, if the borrower can not remember his number, much time is wasted by the librarian in going through the numerical file until she finds his name. If the alphabetical file accompanying the numerical file was up-to-date, it would be a simple matter to look for his name in its alphabetical position and find the number of his card. Actually, however, in

a small library the size of Cochituate, I question the need of assigning numbers to borrowers. Instead, I would recommend that books be charged out by name. This would make but one file necessary -- that of the alphabetical file of registered borrowers.

The Card Catalog

The chief function of the card catalog is to serve both the library patrons and the librarian as an index to the library's holdings. Unless it is accurate and up-to-date, it is useless. Unfortunately, the present catalog in the Cochituate library falls into this category. Books no longer in the library are still represented in the catalog. New acquisitions to the library have no cards in the card catalog; instead, they are filed for some reason in a separate file in the drawer of the circulation desk where they are accessible only to the branch librarian. The catalog should be brought up-to-date if the books in the collection are to have the most use possible. The smaller the library collection, the more necessary is a catalog in order to see that each book serves many needs. It would not be wise to begin work on the catalog until the library has been weeded lest cards be made for books which are soon to be removed from the library. I would recommend that all catalog cards be removed from the present catalog as it would take too long to check to see which are for books still in the library. Starting anew, then, I would recommend that catalog cards be made at the main library for all new acquisitions since they are processed there. The catalog cards may then be sent with the book when it is ready to go into circulation at the branch. Working under the supervision of the Chief Librarian who would set up a simplified form of catalog cards (see attached samples) the branch librarian could begin the project of making catalog cards for each book now in the branch. A quota of 20 books a week could be set with the branch librarian printing, writing or typing author and title cards and sending them, together with the books in question with the weekly delivery to the main library for checking by the chief librarian. Author and title cards could suffice for non-fiction books now in the collection, but subject cards should be made for all new acquisitions.

Magazines

The Cochituate Branch subscribes to a fine selection of magazines. Of the seventeen subscriptions, Children's Activities, Child Life, Boys Life, and Jack and Jill are for children while Seventeen and Popular Mechanics are for the young people. When the current subscription to Child Life expires, it is recommended that either American Girl or Story Parade replace it. Since 1947, when Child Life was reorganized, its high creative quality is no longer in evidence. The magazines for the adults cater to women's interests. It might be well to substitute American Photography, Time, Coronet, Field and Stream and Flying for Women's Home Companion, American, Good Housekeeping, and McCall's. The Branch Librarian states that the magazines now subscribed to are used infrequently. If the replacements recommended above are made when the subscription comes up for renewal, and if newspaper publicity is given from time to time on the library's magazine holdings, their use should improve. Thus, the following magazines are recommended for adult use: Ladies Home Journal, American Photography, Field and Stream, Popular Mechanics, Saturday Evening Post, House and Garden, National Geographic, Life, Children's Activities, Time, Flower Grower, Readers Digest and Coronet.

as an agency for adult education, neither is it adequately serving the children. The circulation statistics show a preponderance of adult fiction and since the fiction in the library is of a "light" type, the library is fulfilling to a certain extent only its recreational objectives and paying no attention to its responsibilities along the lines of education and information to all in the community.

Services to Children

At present, the Cochituate Branch offers no special services to children to encourage their patronage. Their lack of interest is reflected in the very low circulation statistics on children's books. In April, 1950, for example, 268 adult fiction books were circulated as against 83 children's books and 23 adult non-fiction during that period.

The library's services to children could be improved by building better co-operation between school and library authorities. It is recommended that at least once a year (in October) the librarian visit each grade in each school in the area to invite the boys and girls to the library and to talk about the State Certificate Reading List. The teachers might also be approached on this visit and the suggestion made that they bring their classes at least once to the library.

It is further recommended that a regular program be planned for the children at least once a month in the library. A picture-book story hour would be easier than a story-telling hour since it would not entail the learning of a story. However, someone other than the branch librarian (perhaps a parent) should be obtained for this purpose as she will be busy with other library details.

Special displays of books on certain subjects (seasonal topics, hobbies, reading material, supplementary school work, etc.) as well as exhibits of pupils' handiwork on various lines might be arranged once a month in the library.

Public Relations

A public relations campaign should be launched immediately to increase the use of the library. First of all, the library's physical appearance should be made more attractive by a thorough weeding and re-arrangement of the book stock in logical order, next by giving more color to the room through posters, pictures, displays, a bulletin board, and decorated shelves for the children's books.

When the library has been made more presentable, gaps should be filled in the subject matter fields, and replacements made for worn-out children's books. All this should be done first for there would be no point in stimulating the use of the library if new borrowers were unable to find the reading material they wanted.

Once the library's interior and holdings have been rejuvenated, newspaper publicity should be used. Frequent articles should appear in the Wayland Enterprise calling attention to new books, particular magazine articles, or books on a special subject.

Conclusion

All of the recommendations mentioned in the report for improving the library service will take considerable time and a certain amount of money. I believe, however, that the results should be worth the time and expense involved. At present, the library is not fulfilling its function as an agency for adult education, neither is it adequately serving the children. The circulation statistics show a preponderance of adult fiction and since the fiction in the library is of a "light" type, the library is fulfilling to a certain extent only its recreational objectives and paying no attention to its responsibilities along the lines of education and information to all in the community.

I would recommend that the library be open to the public but one day a week while the changes described above are made. This would give the branch librarian an opportunity to work behind closed doors on the catalog, the registration file; and on brightening up the children's shelves. A temporary cut in service might bring the people in the area to the realization that their branch library was a very convenient one and its services should be used.

Report of a Visit to the Cockituate Branch
of the
Wayland Public Library
by Alice H. Cahill, General Secretary
on July 5, 1950

The visit to the Cochrane branch of the Bayland Library was made in response to the request of Mr. Hugh F. Collison, a trustee, who stated that the board would welcome suggestions for making the library more generally useful to the public. Before going on to the body of the report, I wish to state that the recommendations contained herein are not made in a spirit of criticism but rather as a basis for constructive improvement and future planning.

The Library: Physical Plant

The Cochituate Branch has a fine location in the heart of the shopping center of the town. The Children's Recreation Center directly across the street should also stimulate its use by the children, although a glance at the circulation statistics, strangely enough, disproves this theory. The library interior needs to be brightened with some fresh paint, for it is not inviting in its present state. The present stereotyped arrangement of the furniture could be changed to a more informal arrangement if a low, round table with benches could replace one of the rectangular tables. This round table might be a second-hand table, perhaps a discarded dining room table with its legs shortened to make the table the 25 inches height suitable for children. Both table and benches could be painted a bright color -- cherry red or yellow, for example.

The children's section of the room needs more color. This might be obtained through covering the two upper shelves of their bookcases (which are much too high for them) with hinged cupboards covered with celotex. Thus, there would be posting surface for bright pictures as well as storage space behind for seasonal books or books in little demand. Another way to brighten the children's section would be to thumb-tack a gayly designed wallpaper to the rear wall of each shelf. One roll would easily do the entire job.

The Book Collection

Both the adult and juvenile collections are in need of a thorough weeding of obsolete books as well as of books in a worn, physical condition. At present the shelves are crowded to overflowing, so that like books can not be shelved together. For example, the so called "new" books are in four different places in the room: on a table, on the small shelves to the right of the entrance, on a display rack on the circulation desk, and in the bookcase to the right of the circulation desk. This does not seem to be necessary since a check of new acquisitions to the adult collection since the first of the year revealed that 60 books of fiction were added, and no non-fiction. It is very difficult to locate a specific title when there are so many places in the room to search for it. It is recommended that the new books be kept in one place, preferably in a bookcase to the right of the circulation desk.

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When the library has been made more presentable, gaps should be filled in the subject matter fields, and replacements made for worn-out children's books. All this should be done first for there would be no point in stimulating the use of the library if new borrowers were unable to find the reading material they wanted.

Once the library's interior and holdings have been rejuvenated, newspaper publicity should be used. Frequent articles should appear in the Wayland Enterprise calling attention to new books, particular magazine articles, or books on a special subject.

Conclusion

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2

Introduction

The library is a service to the community. It is not a place where books are stored away from people. It is a place where books are used by people. In April, 1950, for example, 300 children books were checked out by children. This is a very good record for a library of this size.

The library's service to children should be improved by having more books. It is recommended that at least 1000 books be added to the library. This will make the library a more useful place for children. The library should also be open more often to the public.

It is further recommended that a regular program be planned for the library. At least once a month in the library, a children's story hour should be held. This will be a very good thing for the children. It will also be a good thing for the library.

Special efforts should be made to attract children to the library. This can be done by having more books, by having more hours, and by having more activities. This will be a very good thing for the children.

Library Building

A public building should be planned for the library. It should be a place where children can go to read books. It should be a place where children can go to borrow books. It should be a place where children can go to return books.

The library building should be a place where children can go to read books. It should be a place where children can go to borrow books. It should be a place where children can go to return books.

The library's building and grounds should be a place where children can go to read books. It should be a place where children can go to borrow books. It should be a place where children can go to return books.

Library Service

All of the recommendations outlined in the report for improving the library service will be made. This will be a very good thing for the children. It will also be a good thing for the library.

I would recommend that the library be open to the public but one day a week while the changes described above are made. This would give the branch librarian an opportunity to work behind closed doors on the catalog, the registration file; and on brightening up the children's shelves. A temporary cut in service might bring the people in the area to the realization that their branch library was a very convenient one and its services should be used.

I shall recommend that the Library be made the public library of the city of New York. This would give the public library a broader basis of support and would make it more effective in its work. It would also give the public library a more definite status in the city and would make it more effective in its work. It would also give the public library a more definite status in the city and would make it more effective in its work.

WAYLAND FREE PUBLIC LIBRARY
WAYLAND, MASSACHUSETTS

November 3, 1950

Mrs. Katherine Damon
4 Harrison Street
Cochituate, Massachusetts

Dear Mrs. Damon:

As you know, the Trustees of the Library recently have had a survey made of the Cochituate Branch by the State Division of Public Libraries.

As a result of the recommendations made in the survey, the Trustees are undertaking a complete renovation of the Branch. As a part of this plan, they have engaged the services of a Mrs. James Abbott of Medfield, who has had, in the course of an extensive college education, experience in library work. Mrs. Abbott also has had considerable training in youth programs.

It is the intention of the Trustees to develop at the Branch, a program which would increase the juvenile circulation, ~~factor in her favor~~. This will, of course, terminate your period of temporary employment as of December 2nd. We wish to express our complete thanks to you for the services which you have rendered since Mrs. Bishop's resignation.

Very truly yours,

Secretary

HCM:mm

WAYLAND FREE -

(Ernest)

October 28, 1950

Katherine Damon

Mrs. Jane Doe
Wayland + Haverbury St
Massachusetts Cochituate, Mass

Dear Mrs. Doe: Damon

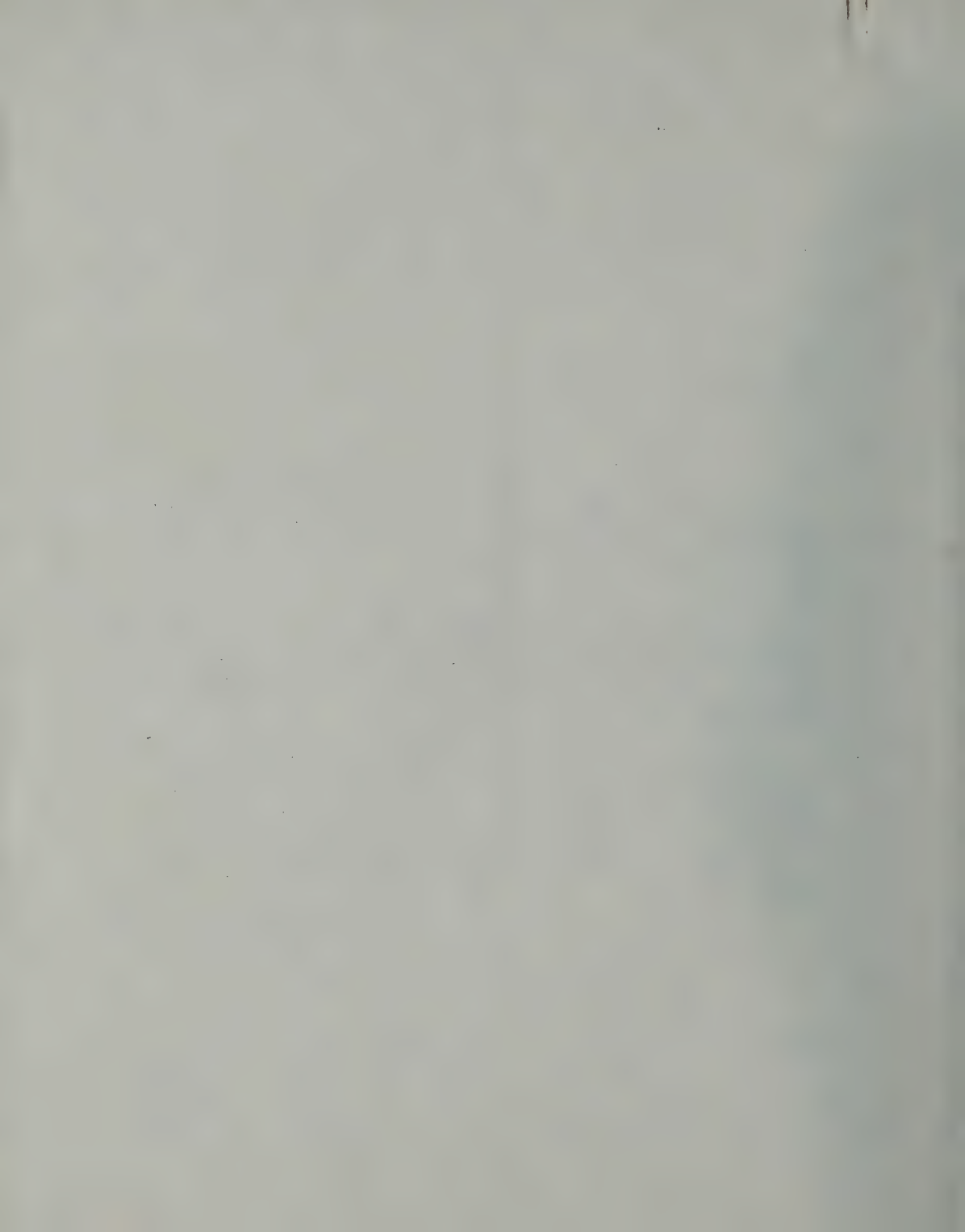
As you know, the Trustees of the Library recently have had a survey made of the Cochituate Branch by the State Division of Public Libraries. (The reason for the survey was the Trustees' concern over the declining interest on the part of the people of Cochituate in the Branch. This lack of interest has been reflected by a steady decline in the circulation.)

As a result of the recommendations made in the survey, the Trustees are undertaking a complete renovation of the Branch. As a part of this plan, they have engaged the services of a Mrs. ~~Damon~~ Abbott of Medfield, who has had, in the course of an extensive college education, experience in library work. Mrs. Abbott also has had considerable training in youth programs.

It is the intention of the Trustees to develop at the Branch, a program which would increase the juvenile circulation, and Mrs. Abbott's qualifications in this regard were a strong factor in her favor. This will, of course, terminate your period of temporary employment. We wish to express our complete thanks to you for the services which you have rendered since Mrs. Bishop's resignation.

Very truly yours,

HFC:MA





The Commonwealth of Massachusetts

Department of Education

Division of Public Libraries

200 Newbury Street, Boston 16

July 24, 1952

Mrs. Doris Busser, Librarian
Public Library
Wayland, Mass.

Dear Mrs. Busser:

Confirming our telephone conversation of yesterday, I would like to schedule a visit to your library at some time during the week of August 11 to discuss the possible new quarters for the Cochituate branch library. Either Tuesday or Thursday August 12 or 14 would fit into my plans. If one of these dates meets with your approval, I could plan to meet you at the library at 10 A.M.

The statistics and figures that you gave me yesterday will be very helpful provided that you are able to secure a plan of the proposed building or the dimensions of the room therein that may possibly be used for the Cochituate Branch. The measurements of the room together with the number and kind of openings (doors and windows) are information that is essential for planning. The less running feet of open wall space, the more necessary it will be to provide floor stacks to accommodate the book stock.

If it is not possible for you to obtain the building plans or the room measurements for either of these August dates, it would be best for us to postpone my visit until such time as that essential information is available to us.

Sincerely yours,

Alice M. Cahill

Alice M. Cahill
Supervisor of Field Services

Ans. Aug 1, 1952

October 28, 1952

Mrs. Charles Morgan
Wayland, Massachusetts

Dear Mrs. Morgan:

To you and your fellow trustees, the prospect of new quarters for the Cochituate Library must seem a much brighter one these days after seeing the architect's drawing with its specific provisions for housing the branch in the proposed Town Building.

After examining the Architect's drawing my over-all comment is that the arrangement makes provision for the maximum book capacity possible for the size of the room. It is regrettable that not even 7000 books will be accommodated now that the town has voted to decrease the length of the room to forty-two feet. On the other hand, because these quarters are so much more satisfactory than the present housing facilities for the Cochituate Branch, I suspect that you and your fellow trustees are in no position to object.

In accordance with your request, I have the following recommendations and comments to make:

ENTRANCE - It would seem that the entrance from outdoors is better where it is than closer to the front of the building. It is the closest direct approach to the library room. However, to comply with fire regulations, it would seem advisable to provide for another exit from the library room - possibly by converting to a door the middle window in the rear wall; i.e., opposite the present entrance to the library room.

DIVISION OF ROOM - The separation of the Adult Department from the Children's Section by the circulation desk is good, there should be a complete division. Therefore, I would recommend that the first nine-foot section of rear wall shelving in the Adult Department be used for adult books instead of children's as it appears to be in the plan now specifying five-foot high shelves there.

PICTURE BOOK CORNER - Neither the seating arrangements nor the shelving appears to have been considered in planning for the children of pre-school age and up through the 3rd grade. I recommend a standard, rectangular, sloping top picture book table and bench in place of the round table and four chairs in the northwest corner of the children's room. Further, I recommend that the two top book shelves in that corner section be converted into hinged cupboards with their exterior covered with cork or some other substance suitable for use as bulletin board or a posting surface for book jackets or seasonal decorations.

Mrs. Charles Morgan
Wayland, Massachusetts

October 28, 1952

SEATING ARRANGEMENT - The four round tables with chairs in both departments are too close to one another and may lead to the development of problems in discipline with children and young people. "Pointers for Public Library Planners", an American Library Association publication, recommends that aisles between tables be not less than five feet; at table ends free from chairs, there should be three feet, six inches. Between tables and walls allow five feet. I recommend that the Children's Department house a picture book table, one round table with four chairs, and one rectangular table that is 28" high and measures 30" x 50" to accommodate four readers.

In place of the four round tables with chairs in the Adult Department, it is recommended that one rectangular table 30" high and measuring 30" x 60" for four readers be substituted for two round tables and their chairs.

This will lower the number of readers that can be accommodated, but the size of the room would not warrant additional seating space. American Library Association Standards, as a matter of fact, recommend twenty square feet per child in the juvenile reading room and fifteen square feet per reader at the table in the adult reading room.

POSTING SURFACES - A section of the ends of the stacks facing out into the room in the Adult Department could be backed with cork or some substance suitable for posters, book jackets or seasonal decorations. These would also provide color in the room.

MAGAZINE RACK - No provision appears to have been made for the display of magazines. For this purpose, a section of the wall shelving in the Adult Department and opposite the entrance to the library room could be equipped with sloping shelves to which a wooden lip has been attached. This cuts down the amount of shelving space for books, but there does not seem to be sufficient room for a magazine rack as a separate piece of equipment on the floor.

HEATING - I am assuming that the provisions for heating the room will not alter the present arrangement for running feet of wall shelving.

TOILET FACILITIES - The present arrangement is adequate and seems to be the only possible solution.

STORAGE SPACE - Adequate for storage of little-used books but lack of provision for ventilation would make it unsatisfactory for work room for any prolonged period of time. There seems to be no provision for windows of any type; therefore, artificial lighting will be necessary at all times. Room also difficult to supervise from circulation desk; thus, door to room should be closed to public and library personnel should accompany any library patron to room. A small table located just inside door could be used for mending books; in that case, some of the book shelves in that corner should be covered by cupboard doors to house mending supplies and

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October 28, 1952

books to be mended. The section behind the door could be used for storage of brooms and other cleaning equipment.

SOUND PROOFING - Sound proofing on ceiling is recommended.

Please feel free to communicate with me if further explanations are desired.

Sincerely yours,

Alice M. Cahill
Supervisor of Field Services.

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Cochituate Branch Library

Cochituate, Massachusetts

April 7, 1955

Mr. Hugh Colliton, chairman
Board of Library Trustees
Wayland, Mass.

Dear Mr. Colliton,

I am regretfully tendering my resignation as Cochituate librarian to be effective June 1, 1955, although I shall be glad to stay on until the 15th if I am needed to help somebody else learn the ropes.

For some time, as you probably know from Don, he has been trying to turn the Town Crier from a monthly into a weekly, and at last the way seems to be opening up. But he definitely needs my help, and I feel I owe it to him.

I shall miss very much my library work with its pleasant associations, and most of all I shall miss the good people of Cochituate, whom I have come to know and love.

I stand ready to help in any way that I can with the employment of a new librarian.

Yours very truly,

Shirley Willard

April 20, 1955.

Mrs. Donald B. Willard
Connecticut Path
Wayland, Mass.

Dear Mrs. Willard;

It is with sincere regret that the Trustees of the Wayland Library accept the resignation tendered in your letter of April seventh. The Trustees, the Staff and the patrons of the Library will miss you very keenly. We know it will be difficult to find anyone to fill the place which you have handled with outstanding success. Your untiring service to the Library and its patrons has been greatly appreciated and we are very sorry to lose you.

With all good wishes for your future work in a different service to the Town,

Very Truly Yours
The Trustees of the Library.
Sec'y.

The Board of Trustees of the Public Library of Wayland,
hereinafter called the Trustees, and Willard, hereby
agree as follows:

The Trustees agree to employ said Willard and said
Willard agrees to enter the employ of the Trustees as Assistant
Librarian in charge of the Cochituate Branch of the Library,
for the term hereof under the following terms and conditions.

The salary is to be at the rate of One Thousand Dollars ^{X222}
a year From October 1st

Said Willard is to be in charge of the Branch Library,
Main Street, Cochituate on the basis of a ^{23 1/2} twenty-hour week; the
duties of the Assistant Librarian are to be as determined from
time to time by the Trustees; the time when the library is to be
kept open is to be subject to the control of the Trustees with
the advice and assistance of the Librarian. Subject at all times
to the control of the Trustees, the Assistant Librarian is to
confer from time to time with the Librarian in charge of the Main
Branch in Wayland and is to arrange with the assistance of said
Librarian for the transfer of books and for the purchase of books
for said Cochituate Branch. Assistants are to be furnished from
time to time for employment at said Branch to such extent as seems
desirable and is consistent with the funds available for the Library,
all in the discretion of the Trustees. Vacation period is to be
determined by the Trustees in accordance with the usual custom as to
other Town employees and in consideration of the hours of work.

This contract is to continue for the balance of the year 1953 and for the year 1954, and thereafter from year to year, unless either party gives to the other party at least three months' notice of desire to terminate.

Beginning in 1954 the hours may be changed as may seem desirable to the Board of Trustees after consulting with the Assistant Librarian. If increased, the salary may be changed without otherwise changing the terms hereof as may be mutually agreed by the parties. The times during which the library is to be open are to be settled from time to time by the Trustees with the assistance and advice of the Librarian, and may be changed in any manner in the discretion of the Trustees, so long as the time required of the Assistant Librarian is not increased without her consent, and the evening hours, that is, after six P.M. ~~xxxxxxxixxxxxxxxixxxxxxxx~~ during which the Assistant Librarian is to be present at the branch library are not substantially increased without the consent of the Assistant Librarian.

